

CSP- 9/10/72

CHARTER  
OFFICE OF RESEARCH AND DEVELOPMENT  
CAREER SERVICE PANEL

1. GENERAL

This notice outlines the organization and general responsibilities of the Office of Research and Development Career Service Panel.

2. ORGANIZATION

a. The ORD Career Service Panel will consist of the following members:

- (1) Ex Officio Member  
Director (non-voting)
- (2) Chairman  
Deputy Director/ORD (voting)
- (3) Permanent Members  
Division Chiefs (voting)  
Such other personnel as appointed  
by the D/ORD (voting)
- (4) Deputy Division Chiefs will serve  
in a rotating membership position  
for 3 months duration each. (voting)  
Three Deputy Chiefs will serve  
simultaneously. For promotion  
actions, no more than one vote per  
division will be allowed.
- (5) Executive Secretary  
Administrative Officer (non-voting)
- (6) Recording Secretary (non-voting)

Form 163a  
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b. Meetings will be held on the first Monday of each month and at the call of the Chairman. A simple majority of the permanent members will constitute a quorum. The Chairman will designate a member to serve in his absence.

c. The minutes of the CSP meetings will be recorded and distributed "Eyes Only" to CSP members. A summary of the CSP activities will be disseminated every six months to all Office personnel.

### 3. RESPONSIBILITY

It will be the responsibility of the ORD Career Service Panel to advise the Director of Research and Development on career management matters, to monitor the application and functions of the CIA personnel program as it applies to personnel with "R" Career Designations, and to advise the Director on actions for other than "R" Career Service personnel.

### 4. FUNCTIONS

a. The ORD Career Service Panel, as an advisory group to the D/ORD, will monitor the career management program of the Office and advise him in the following matters:

(1) Implementation of Agency and S&T Career Service Board personnel programs;

(2) The policies and procedures for office career development, position assignment, promotion and training.

(3) Other duties as directed by D/ORD.

b. The ORD Career Service Panel will conduct a competitive evaluation and rate all personnel through grade 14, as required.

c. The ORD Career Service Panel will review and make recommendations to the D/ORD in the following areas. (All recommendations will be a matter of consensus by vote. Voting will be by a show of hands, or by proxy in writing that has been submitted to the Chairman, CSP, prior to the meeting.)

(1) Selection of individuals for Career Employee status;

(2) Requests for promotion to grades through 15 in accordance with

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(3) Requests for all external training in excess of two weeks and costing \$500 or more;

(4) Requests for internal training of more than 160 hours;

(5) Recommendations regarding honorary, merit, and QSI awards.

(6) Recommendations regarding marginal professional employees.

Director of Research and Development